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COMPLETED ACTIONS BY THE SYSTEMS ANALYSIS GROUP/SUPPLY DIVISION

1. Property-turn-in (Form 390) processing procedures have been revised effective 15 December 1963, resulting in the elimination of manual posting of the line items on PTI's to the stock status reports. Effective with this revision, the stock editors in the Depot Stock Control Branch are no longer involved in the document processing and have discontinued the manual posting of data from the PTI documents to the inventory status reports.
2. Property-in-use procedures have been completely revised effective 1 December 1963 to streamline the paper processing and also eliminate manual posting to property-in-use status records. In the revised procedure the Electronic Data Processing (EDP) prepared reports without any manual posting will be utilized for all information and inquiries relative to the property-in-use accounts.
3. The preparation of Receiving Reports (Form 595) for bulk deliveries of gasoline to the Rocklyn Garage and Central Depot will be discontinued as of 13 January 1964. Investigations of this matter revealed that the vendor's monthly billing certified by the individual receiving the gasoline is adequate to satisfy documentary requirements for payment purposes.
4. The preparation of Receiving Reports (Form 595) on the basis of the reports (Form 49) from the O&L Branch, CPO/Office of Finance, for cover procurement of nonexpendable items by field activities has been discontinued. In lieu of the Form 595, Supply Division is now utilizing the two copies of Form 49 received from the O&L Branch to satisfy the requirements of property accounting.
5. Effective 6 January 1964 the stock replenishment functions previously located in Depot Stock Control Branch have been transferred to the Supply Management & Cataloging Branch. This realignment of the functions places the direct responsibility for stock replenishment under the control of commodity managers located in the Supply Management & Cataloging Branch and should result in a more effective and efficient operation.
6. Initial action has been effected to participate in the Government-wide federal catalog program operating under GSA control. The organization security problems preclude full adaptation in those areas related to sensitive or classified items of material. However, this situation prevails in only approximately 10% of the total volume of ordnance items we maintain. When fully implemented this program will reduce the workload for routine catalog functions and thereby allow more time to be diverted to the primary responsibility of publishing catalogs to interested Agency elements. Implementation

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of this program will result in an increase in the scope of stock items and will reduce the individual small quantity requirements for non-stock type items presently being levied on the Procurement Division. To more effectively accomplish the mission of the Office of Logistics, greater emphasis must be placed on filling of demands from stock as opposed to direct procurement actions.

7. The Property Voucher Register consisting of 35 specific designations of blocks of numbers has been revised effective 1 January 1964, consolidating these 35 blocks into 23 blocks. This revision will simplify the assignment and control of property vouchers within the Supply Division.
8. Program changes in the EDP system have been initiated as of 1 January 1964 to effect a regrouping of transaction processing in the updating procedure. This regrouping will eliminate a considerable portion of the readouts previously experienced in the monthly stock status updating operations.
9. EDP readout procedures have been updated as of 1 December 1963 to insure that an immediate analysis is made to determine the cause and to initiate prompt corrective action.

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